

POLICE LIEUTENANT
(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include assisting in the management of a patrol shift or the management of a police service or division. Incumbents perform administrative duties under the direction of a superior officer, manage records, perform public relations duties, and supervise subordinate employees assigned to the shift or division. Police Lieutenants have the authority to work independently in most areas, with special assignments received from and work reviewed by the superior officer who is in charge of the shift or division. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in managing the work of a patrol shift or in managing the operation of a police service or division. Reviews incoming communications, personally handling the matter or making assignments to staff. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Completes forms and records as required. Reviews reports written by subordinates. Writes reports necessary to document the activity of the assigned shift, service, or division. Writes letters in answer to written or oral requests or as required to handle needs of the department.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers inquiries from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises subordinate employees assigned. Conducts roll call in order to relay pertinent information related to policy changes, directives, orders and cancellations, and related information. Inspects the appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules, and approves leave. Evaluates the work performance of subordinates, and provides assistance in technical areas of work. Provides for on-the-job training for new department members. Resolves employee complaints and grievances, and counsels employees who

are experiencing work problems. Maintains discipline by conducting corrective interviews, recommending disciplinary action, or administering disciplinary action as directed by the appointing authority.

Supervises patrol division activities such as handling disturbance calls, making initial investigations of complaints received, protecting a crime scene, making arrests in accordance with the law, and providing court testimony.

Supervises traffic control activities such as pursuing and stopping vehicles whose drivers have committed traffic violations or who may be creating situations hazardous to vehicular traffic.

Supervises criminal investigation activities such as crime scene searches and the collection and processing of evidence which may be used to provide proof of crimes. Reviews cases handled by subordinate personnel to assist and advise officers and to see that all laws and procedures are followed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent

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in the class of Police Sergeant with at least two (2) years in this class preceding application to the board. The two (2) years is to be counted from the date of probational appointment.

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